



City of Santa Clara
Parks and Recreation Department
408/615-3170 Phone
408/246-0179 Fax

Senior Center
1303 Fremont St.
Santa Clara, CA 95050
Updated: 07/01/11

FACILITY USE INFORMATION SENIOR CENTER

The City of Santa Clara Senior Center may be rented for social functions by Santa Clara residents over the age of 50 years. Businesses, organizations, clubs, and special interest groups based in the City of Santa Clara or whose membership is comprised of at least 51% City of Santa Clara residents (age 50 and older) may also reserve use of the Senior Center. All functions must be for the benefit of adults over the age of 50 years. The following guidelines and rules have been established for private use of this facility. **City of Santa Clara facilities may not be used by commercial groups for business activities, business meetings, seminars, training sessions, etc.**

I. WHO CAN USE THE FACILITY?

The following groups and individuals may apply to reserve use of a room in the Senior Center. They must fall into one of the eight priorities below:

Priority	Requirements
#1	City of Santa Clara sponsored activities.
#2	Santa Clara Unified School District, other school districts having reciprocal agreements with the City and other schools located within the City limits.
#3	West Valley/Mission College, other governmental units and public agencies.
#5	Semi-public agencies and political organizations.
#6	Non-profit community service groups, civic associations, churches and charitable organizations based in the City of Santa Clara.
#8	Special interest groups (dance clubs, photo clubs, art associations, sports clubs, etc.) with a minimum membership of 51% City of Santa Clara residents.
#9	Private Parties: (Social Activities) <ul style="list-style-type: none">• All groups priority #1 - 8 above who wish to conduct a special activity not open to the general public.• City of Santa Clara business firms and Santa Clara based organizations conducting official company or social activities.• City of Santa Clara residents conducting private, family or invitational parties, receptions, picnics, etc. (For a wedding ceremony or reception, the bride, groom, bride's parents or groom's parents must be City of Santa Clara residents.)
#10	Fund raising activities - all priorities in categories 2-8.



City of Santa Clara
Parks and Recreation Department
408/615-3170 Phone
408/246-0179 Fax

Senior Center
1303 Fremont St.
Santa Clara, CA 95050
Updated: 07/01/11

II. HOW DO I APPLY?

- A. All applications for use must be made in-person at the Senior Center, 1303 Fremont Street, Santa Clara. A City of Santa Clara resident must complete the Application and Permit for the Use of Department Facilities. Reservations are not accepted by phone.
- B. Proof of Santa Clara Residency
1. Santa Clara residents must provide proof of residency in the City of Santa Clara and a valid photo ID which establishes age of at least 50 years.
 2. Businesses based in the City of Santa Clara must provide proof of a physical Santa Clara address (P.O. Boxes are not accepted as proof).
 3. Organizations based in the City of Santa Clara with a minimum of 51% Santa Clara-resident membership must provide a roster within seven working days of application, including the organization's name, as well as the names, addresses and phone numbers of its members.
 4. City of Santa Clara facilities may not be used by commercial groups for business activities, business meetings, seminars, training sessions, etc.
 5. Santa Clara based-businesses who rent their property do not qualify as residents to reserve a city facility.
- C. Reservations
1. An Application for Permit is accepted no earlier than four months to the day nor later than seven days in advance. If the earliest application date falls on a Sunday or a holiday, the application will be accepted the following working day. (Example: If June 6th is the desired date, the earliest application date is February 6; the latest application date is May 30.) There are no exceptions to this rule.

Reservation Schedule

<u>Month of Use</u>	<u>When to Apply</u>	<u>Month of Use</u>	<u>When to Apply</u>
January	September	July	March
February	October	August	April
March	November	September.....	May
April	December	October.....	June
May.....	January	November.....	July
June	February	December	August

2. An Application for Permit is accepted at the opening of business at the Senior Center. Please call to confirm office hours in advance. If more than one person simultaneously applies to reserve the same date, Senior Center staff will check the applicants' Santa Clara residency requirements and those qualified will draw numbers; the person drawing the lowest number will have the first opportunity to complete an application. Only one person per group may draw a number. Drawing will take place at the opening of business hours, four months in advance of use date.
3. An Application for Permit is considered tentative until written approval has been provided by Santa Clara Parks and Recreation Department. Approval or denial occurs approximately seven to 10 days after Application has been submitted.
4. Once approved, the Application for Permit becomes an approved Contract.



City of Santa Clara
Parks and Recreation Department
408/615-3170 Phone
408/246-0179 Fax

Senior Center
1303 Fremont St.
Santa Clara, CA 95050
Updated: 07/01/11

III. WHAT ARE THE TERMS OF USE?

A. Security Deposits

1. A security deposit of \$150.00 (payable by cash, check, or credit card) is due at time of booking to hold reservation date. The Senior Center will refund an applicant's security deposit if, in the estimation of Senior Center management, no damage has occurred to the facility or facility property and the area used is in reasonably clean condition (i.e. tables cleared; balloons, strings and decorations picked up; all trash is put in receptacles).
2. The Senior Center will refund an applicant's security deposit if application for permit to use a facility is not approved.
3. Deposits are automatically refunded by mail (if paid by check or cash) or refunded to credit card (if paid by credit card) approximately three weeks after the event.
4. Use of City audio equipment (a single microphone), requires a reservation and an additional (refundable) security deposit of \$75.00.

B. Fees

1. The balance of fees is due no less than ten (10) days before date of reservation. A written Fees Due Notice will be mailed to applicant prior to the date final payment is due. If any balance due is not received by the due date, the Contract may be canceled by the Parks and Recreation Department and Security Deposit will be forfeited.
2. Room charges begin at the time applicant enters the facility, including time required for set-up/decorating/food preparation.
3. Applicant must adhere to rental hours on the approved Contract. If event lasts longer than originally billed, additional fees will be deducted from the security deposit.
4. If event ends before time designated on approved Contract, fees will not be prorated.
5. The Parks and Recreation Department will determine the number of staff required for the function and the length of time they are scheduled.

C. Cancellation Fees

1. Reservations cancelled at least seven days in advance are subject to a \$38.00 cancellation fee that is taken from the security deposit.
2. Cancellations made less than seven days in advance forfeit all rental fees.

D. Hours of use

1. The Senior Center may be reserved between 8:00 am-11:00 pm, Monday through Friday, 9:00 am-11:00pm on Saturday, and 11:00 am-11:00 pm on Sunday.
2. Fees are based on a minimum of three hours for social events and four hours for fundraising events. Meeting rates are based on a maximum of three hours per meeting.
3. Rental time must include set-up and clean-up time.



City of Santa Clara
Parks and Recreation Department
408/615-3170 Phone
408/246-0179 Fax

Senior Center
1303 Fremont St.
Santa Clara, CA 95050
Updated: 07/01/11

IV. WHICH FACILITIES ARE AVAILABLE FOR RENT?

Fees are effective July 1, 2010										
Senior Center	MAXIMUM CAPACITY	FEES- PRIORITY 1,2	FEES- PRIORITY 9	FEES- PRIORITY 3, 5, 6 & 8	FEES- PRIORITY 10	SECURITY DEPOSIT	FOOD	ALCOHOL	AMPLIFIED SOUND	
1. Auditorium table seating theatre seating	220 300	Free	\$77/hr	N/A	15% of gross receipts or same as Priority #9	\$150	YES	YES	YES	
2. Kitchen	N/A	Free	\$46/hr	N/A		N/A	YES	NO	NO	
3. Conference Room	20	Free	N/A	\$31/hr.		\$50	YES	NO	NO	
4. Mezzanine	47	Free	N/A	\$31/hr.		\$50	YES	NO	NO	
5. Dance Theater Rm.	49	Free	N/A	\$31/hr.		\$50	YES	NO	NO	
6. Ceramics Room	35	Free	N/A	\$31/hr.		\$50	YES	NO	NO	
7. Personnel		Free	\$20/hr	\$20/hr.		N/A	NO			
8. Cancellation fee		N/A	\$38	\$38		N/A				
9. Microphone		Free				\$75				

V. FOOD, CATERERS, AND ALCOHOL REGULATIONS

A. Food

1. When food is served in the Auditorium, the Kitchen must be rented for the same duration of time as the Auditorium, at a minimum. The Kitchen may be rented longer, if needed, for food prep and clean up.
2. Meals may be served only in the Kitchen and Auditorium. Beverages (coffee, tea, water) and light refreshments (cookies) may be served in the Mezzanine, Dance/Theater, and Arts and Crafts Room.
3. The Kitchen Use Guide details operating procedures and the availability of kitchen equipment.
4. No open flames (including candles) or barbecues of any kind are allowed anywhere on the premises, indoors or outdoors.

B. Caterers

1. Any time employees of a private catering business are serving or preparing food on site for an event, the catering business must be on the City of Santa Clara's Approved Caterer's list.
2. Food prepared off site, brought into the facility by the private party, and served by the private party does not require caterer to be on the City of Santa Clara's Approved Caterer's list.
3. If an event is to be catered, a caterer from the City of Santa Clara's Approved Caterer's list may be selected. This list is available at the Senior Center or Community Recreation Center.



City of Santa Clara
Parks and Recreation Department
408/615-3170 Phone
408/246-0179 Fax

Senior Center
1303 Fremont St.
Santa Clara, CA 95050
Updated: 07/01/11

B. Caterers, Continued

4. If the desired caterer is not on the City of Santa Clara's Approved Caterer's list, that caterer must complete Caterer's Agreement provided by the City; this requires a business license, Health Dept. permit, and proof of insurance. Once completed application has been received and approved, that caterer will be added to the City's list for one year.
5. The name of the selected caterer and the Caterer's Agreement must be submitted to the Senior Center office no less than ten (10) working days prior to the date of the event.
6. Caterers and participants may enter the facility no earlier than the time listed on the approved Contract to use a facility.

C. Alcohol

1. Serving of alcoholic beverages is permissible only when approved in advance on the rental contract and only in the Auditorium.
2. Alcohol is not allowed in any other area of the facility, indoors or out.

VI. AMPLIFIED SOUND

- A. Amplified sound is permitted only if indicated on the approved contract and must be confined to the interior of the auditorium; sound may not exceed 55db before 10:00PM and 50db after 10:00PM. (Santa Clara Municipal Code#9.10.040).
- B. For private parties, a single microphone is available from the Parks and Recreation Department by advance reservation. An additional \$75 refundable deposit is required at time of reservation.
- C. For private parties, visual equipment (projectors, screens, PowerPoint, stage lighting) is not available from the Parks and Recreation Department.
- D. Amplified sound is not allowed in any other part of the facility, inside or out.

VI. SET UP AND CLEAN UP

A. Set up

1. Building staff is present for the maintenance needs and safe operation of the Senior Center. Three additional hours of staff time are added to private party rentals. Staff scheduling is determined solely by the Parks and Recreation Department.
2. Tables and chairs are provided and set up by Parks and Recreation Department staff. It is not permissible to bring additional tables and chairs into City facilities.
3. Building staff is responsible for emptying garbage cans, sweeping, and mopping floors.
4. Only those decorations that can be removed without damaging walls or painted surfaces are permitted.
5. Applicants are responsible for setting up decorations, table settings, food service, and any other approved equipment used by their party.



City of Santa Clara
Parks and Recreation Department
408/615-3170 Phone
408/246-0179 Fax

Senior Center
1303 Fremont St.
Santa Clara, CA 95050
Updated: 07/01/11

B. Clean up

1. Applicant is to clear tables and throw all waste into the garbage containers provided.
2. Senior Center staff will empty garbage containers and provide additional bags as necessary.
3. Event must be cleaned up and all individuals must be out of the Senior Center by the end time listed on the approved Contract.
4. The premises and facilities must be restored to the condition in which found upon completion of permitted use.
5. Applicant is responsible for any damage or misuse of City property.
6. Applicant is responsible for additional staff time required to clean up resulting from improper conduct. Additional fees will be deducted from security deposit.

VII. GENERAL INFORMATION

- A. Applicant must be present at the event.
- B. Upon request, applicant must present approved Facility Use Permit to staff.
- C. If residency is falsified, all fees and facility reservations will be forfeited.
- D. City Ordinance #1529 prohibits smoking in any public building.
- E. If the facility reservation regulations are violated, the applicant forfeits both the use fees and security deposit; applications for future use will be denied.
- F. A permit may be revoked for improper conduct, failure to observe the rules, regulations and ordinances of the City of Santa Clara, or when the facility is needed for a program sponsored by the Parks and Recreation Department.
- G. Throwing of rice, birdseed, etc. is not allowed on City property.
- H. Rooms are available for public use on a space-available basis.
- I. Only one reservation per day will be approved in the same facility.
- J. If Parks and Recreation Department staff is not present at the start time of the permit, contact Santa Clara Police Department at the non-emergency number (615-5580).
- K. When using the kitchen, Kitchen Use Guidelines are to be followed.



City of Santa Clara
Parks and Recreation Department
408/615-3170 Phone
408/246-0179 Fax

Senior Center
1303 Fremont St.
Santa Clara, CA 95050
Updated: 07/01/11

SANTA CLARA SENIOR CENTER KITCHEN USE GUIDELINES

The Santa Clara Senior Center's Kitchen is available to private parties who reserve use of the Auditorium through a facility permit. Due to its size, the senior center's kitchen is best suited to keep food warm/cold, and for serving, rather than for preparation. The Senior Center does not provide any equipment used to cook, serve, or consume food or beverages. Groups must provide their own pots, pans, hotel pans, service ware, cooking implements, utensils, plates, cups, and napkins. Only the kitchen equipment identified in this document is available for public use.

It is the responsibility of those renting the kitchen to return it to the condition in which it was found. Failure to properly clean the kitchen will result in additional charges for use. The Senior Center will provide sponges, paper towels, garbage bags, a broom and dust pan to use when cleaning the kitchen. If you find the kitchen is not clean and orderly before your scheduled use, please bring your concerns and comments to the building personnel at that time.

Delivery and storage of food, beverages and/or equipment is permitted only during the hours stated on the room rental contract. No pre-event or post-event storage is available. Any food or beverages left in the kitchen will be discarded.

General Kitchen Responsibilities:

1. Return all items used to their original location. This includes, but is not limited to, wheeled carts and coffee warmers.
2. Kitchen work tables are to be cleaned and left dry.
3. Ovens, if used, are to be turned off and wiped down with a clean towel after cooling.
4. Kitchen sinks are to be cleaned and left dry. Ensure water faucets are turned off.
5. Clean and wipe down dishwasher.
6. Remove filters and grounds from coffee makers; leave the unit clean and turn off warmer.
7. Remove all food. Place garbage in the receptacles provided. Staff will remove and dispose of garbage placed in the receptacles.
8. Sweep kitchen floor, removing all debris; staff will mop & disinfect floor after permitted use.

If you have any questions about how to safely use a piece of kitchen equipment, please ask.



City of Santa Clara
Parks and Recreation Department
408/615-3170 Phone
408/246-0179 Fax

Senior Center
1303 Fremont St.
Santa Clara, CA 95050
Updated: 07/01/11

Available Kitchen Equipment

Appliances to store hot and cold food

#1.	Steam Table	Page	3
#2.	Cold Table	Page	3

Cooking Appliances

#3.	Electric Stove with Conventional Oven	Page	3
#4.	Industrial Convection Oven	Page	4
#5.	Griddle Top	Page	5

Refrigerator/Freezer Appliances

#6.	Refrigerator/Freezer Combination Unit	Page	6
#7.	Single Door Freezer	Page	6
#8.	Walk-In Refrigerator	Page	6
#9.	Ice Maker	Page	6

Appliances to wash dishes and retrieve water

#10.	Sink Units	Page	6
#11.	Two Compartment Dish Washing Sink	Page	6
#12.	Garbage Disposal Sink with sprayer	Page	7
#13.	Three Compartment Prep Sink	Page	7
#14.	Hand Washing Sink	Page	7

Coffee/Tea

#15.	Coffee/Tea	Page	7
------	------------	------	---



City of Santa Clara
Parks and Recreation Department
408/615-3170 Phone
408/246-0179 Fax

Senior Center
1303 Fremont St.
Santa Clara, CA 95050
Updated: 07/01/11

Appliances to store hot and cold food

#1 Steam Table

Equipment description: The three-compartment steam table is used to keep foods hot before and during meal service. Hotel pans are a specialized piece of equipment used in the operation of the steam table. One large or two half-size hotel pans are used to prevent steam from escaping the basin. The Steam Table heats food to approximately 180 degrees F.

Instructions for Use:

Step 1 Plug drain hole.

Step 2 Fill basin with water approximately 1/3 the way up the holding well. During prolonged serving times the basin may need to be refilled with water.

Step 3 Place hotel pans filled with food into the steam table.

Step 4 Adjust the temperature knob to the desired level to keep food hot for serving.

Step 5 When finished turn knob to the off position.

Step 6 Remove pans from steam table.

Step 7 Remove drain plug and ensure water is removed from the basin.

Step 8 Escaping steam from the basin will be hot. Use a hot pad when touching the hotel pans as items removed from the Steam Table will be hot.

#2 Cold Table

Equipment description: The two-compartment cold table is located next to the steam table. This unit is used to keep foods cold before and during service. This unit will keep your food chilled; it will not freeze food. Hotel pans are a specialized piece of equipment used in operation of the cold table. The cold table cools food to approximately 35 degrees F.

Instructions for Use:

Step 1 Plug the unit into the wall-mounted electric outlet.

Step 2 Plug drain hole.

Step 3 Fill basin with cold water approximately 1/3 the way up the holding well.

Step 4 Place hotel pans filled with food into the cold table.

Step 5 Turn the temperature knob to the desired level to keep food cold for serving.

Step 6 When finished turn knob to the off position.

Step 7 Remove pans from steam table.

Step 8 Remove drain plug and ensure water is removed from the basin.

Cooking Appliances

#3 Electric Stove with Conventional Oven

Electric Stove

Equipment description: The six-burner stove is equipped with three large and three small burners. The stove is used to cook, heat, or reheat food.



City of Santa Clara
Parks and Recreation Department
408/615-3170 Phone
408/246-0179 Fax

Senior Center
1303 Fremont St.
Santa Clara, CA 95050
Updated: 07/01/11

Instructions for Use:

- Step 1 Place pan(s) and/or pot(s) onto a burner(s).
- Step 2 Turn corresponding knob to the desired level of heat.
- Step 3 Place pan on top of heating element. Do not leave dry pans unattended.
- Step 4 Use a hot pad when handling pots or pans as cooking vessel and food removed from the stove will be hot.
- Step 5 Allow stove to cool before cleaning.

Conventional Oven

Equipment description: The conventional oven with two racks is used to cook, reheat, and keep food warm. Temperature ranges from 150–550 degrees F.

Instructions for Use:

- Step 1 Pre-heat oven to desired temperature by turning temperature knob.
- Step 2 Place items into oven for desired time.
- Step 3 Use a hot pad to handle items as cooking vessel and food removed from the oven will be hot.
- Step 4 Allow oven to cool before cleaning.

#4 Industrial Convection Oven

Note: Generally, when using a convection oven, cooking times are reduced by one third compared to cooking times in a conventional oven.

Equipment description: By means of a fan, a convection oven circulates hot air during the cooking cycle. This effect causes food to cook more quickly than in a conventional oven. Temperature ranges from 140–500 degrees F.

Instructions for use:

- Step 1 When facing the oven, there are two switches on the top right side. Turn the Power switch to the ON position. Turn the second switch to the COOK position. If left in the COOL DOWN position the oven will not heat.
- Step 2 There are two knobs below the power switch. The knob on the left controls the timer and the knob on the right controls the temperature. Adjust the knobs to the desired cooking time and temperature. When adjustments are complete, press the Start/Cancel button underneath the timer knob. The cook time and temperature will be displayed above the two knobs.
- Step 3 The actual temperature of the oven can be checked by pressing the Actual Temperature button located below the temperature control knob.
- Step 4 When finished cooking, flip the switch to COOL DOWN and turn the timer to 15 minutes. Using the timer will help to ensure the oven is turned off when finished.
- Step 5 Use a hot pad to handle items as cooking vessel and food removed from the oven will be hot.
- Step 6 Allow oven to cool before cleaning.



City of Santa Clara
Parks and Recreation Department
408/615-3170 Phone
408/246-0179 Fax

Senior Center
1303 Fremont St.
Santa Clara, CA 95050
Updated: 07/01/11

#5 Griddle Top

Equipment description: The Griddle Top is used to grill or cook items. This griddle has two cooking zones and can be heated to two different temperatures. Temperature ranges from 100–450 degrees F.

Instructions for use

- Step 1 Remove the griddle cover and place it between the griddle and the stove.
- Step 2 Using the temperature knob, turn the griddle to the desired temperature.
- Step 3 For optimum results, allow griddle to heat to the desired temperature before using.
- Step 4 When finished, turn the temperature to the off position.
- Step 5 Use a metal spatula or griddle scraper to gently clean. Applying too much force can permanently damage the cooking surface.
- Step 6 Allow griddle to cool before cleaning.
- Step 7 Once the unit has cooled replace the cover.

Refrigerator/Freezer Appliances (Commercial Grade)

Note: It is important to know and follow safe food storage, handling and preparation guidelines. For more information contact the Santa Clara County Health Department.

#6 Refrigerator/Freezer Combination Unit

Equipment description: This two-shelf refrigerator and two-shelf freezer is used to keep food cold or frozen. Safe food temperature of refrigerator ranges from 38-41 degrees F; safe food temperature for freezer ranges from -2 to 17 degrees F.

Instructions for use:

- Step 1 Cover food when placed in refrigerator/freezer to avoid the possibility of cross-contamination.
- Step 2 Place uncooked meats on the bottom shelf. Place cooked meats and vegetables on the top shelf.
- Step 3 Keep refrigerator/freezer doors closed to ensure proper cooling and operation.
- Step 4 Clean up any spills.

#7 Single Door Freezer

Equipment description: This four-shelf freezer is used to keep food and beverages frozen. Safe food temperature of freezer ranges from -2 to 17 degrees F.

Instructions for use:

- Step 1 Cover food when placed in refrigerator/freezer to avoid the possibility of cross-contamination.
- Step 2 Place uncooked meats on the bottom shelf. Place cooked meats and vegetables on the top shelf.
- Step 3 Keep door closed to ensure proper cooling and operation.
- Step 4 Clean up any spills.

#8 Walk-In Refrigerator

Equipment description: This refrigerator, with catering racks inside and multiple adjustable shelves, is used to keep foods cold. Temperature ranges from 38-41 degrees F.



City of Santa Clara
Parks and Recreation Department
408/615-3170 Phone
408/246-0179 Fax

Senior Center
1303 Fremont St.
Santa Clara, CA 95050
Updated: 07/01/11

Instructions for use:

- Step 1 Cover food when placed in refrigerator to avoid the possibility of cross-contamination.
- Step 2 Place uncooked meats on the bottom shelf. Place cooked meats and vegetables on the upper shelves.
- Step 3 Keep door closed to ensure proper cooling and operation.
- Step 4 Clean up any spills.

#9 Ice Maker

Note: This ice maker has a small capacity and is insufficient to supply large parties. Additional ice should be purchased and stored in the kitchen freezer. Failure to place metal scoop on top of ice maker will result in the scoop being buried under freshly made ice.

Equipment description: The ice maker freezes water into ice cubes. Ice is used to keep food and beverages cold.

Instructions for use:

- Step 1 Retrieve metal scoop from external top of ice maker
- Step 2 Dispense as needed.
- Step 3 Return metal scoop to external top of ice maker.
- Step 4 Clean up any spills.

Appliances to wash dishes and retrieve water

#10 Sink Units

Equipment description: Sinks are used to wash dishes and retrieve water.

Instructions for use:

- Step 1 Turn on hot or cold water to desired temperature.
- Step 2 Dispense desired amount of water.
- Step 3 Wipe down sinks after use. A squeegee is located over the sink.

#11 Two Compartment Dish Washing Sink

Note: Drain plugs are located near water faucet handles.

Equipment description: Sinks are used to wash dishes and retrieve water.

Instructions for use:

- Step 1 Turn on hot or cold water to desired temperature.
- Step 2 Dispense desired amount of water.
- Step 3 Wipe down sinks after use. A squeegee is located over the sink.

#12 Garbage Disposal Sink with sprayer

Note: If food is not below the rubber guard it will spray all over the walls. CAUTION: Do not place hands into garbage disposal.

Equipment description: The garbage disposal is used to grind food that is disposed of into the sink.



City of Santa Clara
Parks and Recreation Department
408/615-3170 Phone
408/246-0179 Fax

Senior Center
1303 Fremont St.
Santa Clara, CA 95050
Updated: 07/01/11

Instructions for use:

- Step 1 Scrape large portions of food into the trash.
- Step 2 Using the sprayer, rinse pots/pans into the disposal unit.

#13 Three-Compartment Prep Sink

Equipment description: Sinks are used to wash dishes and retrieve water.

Instructions for use:

- Step 1 Turn on either hot or cold water to desired temperature.
- Step 2 Dispense desired amount of water.
- Step 3 Wipe down sinks after use.

#14 Hand Washing Sink

Equipment description: The hand-washing sink is used to wash hands.

Instructions for use:

- Step 1 Turn on either hot or cold water to desired temperature.
- Step 2 Dispense desired amount of water.
- Step 3 Wipe down sinks after use.

Coffee/Tea

Parks and Recreation Department staff will assist groups in making coffee and or tea. Groups bring their own coffee and or tea, cups, lids, sleeves, stirrers, cream, and sugar, as desired. Parks and Recreation Department staff will make the coffee and deliver it to the desired location. Please discuss your needs with building staff.